

HOW TO APPLY

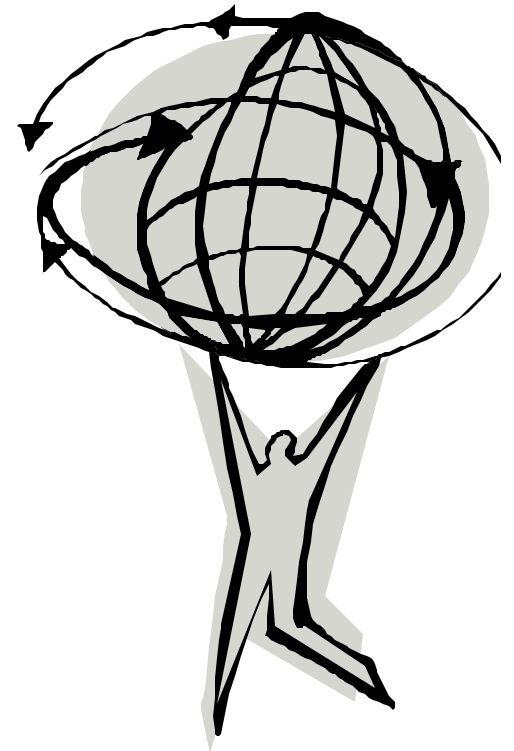
1. Obtain an “Application for Education Benefit for Hard-to-Recruit Health Professionals” from the Benefits Department.
2. Submit the completed Application to supervisor for approval.
3. Supervisor will evaluate the Application and, if approved, will submit it to the employee’s current service director/administrative director for approval.
4. The service director/administrative director of the area of study (if different), and the UUHC Administrative Counsel must also review and approve the Application.
5. Employees who are eligible for the University of Utah Reduced Tuition Program (University Policy 2-45), must also apply for tuition reduction under that program each semester.
6. Once all approvals are obtained, the employee must sign a Promissory Note to UUHC agreeing to work for UUHC for two years following completion of the last course covered by this program or to repay the tuition reimbursement received.
7. Employee must submit a “Request for Reimbursement” within thirty days of the end of each semester with a copy of grades received.

University of Utah Benefits Department

UUHC Employee Service Center
University Hospital Room A-020
Phone (801) 585-5074
Fax (801) 585-5144

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Salt Lake City, UT 84108
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University of Utah Hospitals and Clinics Education Benefit for Hard-to-Recruit Health Professions



ELIGIBLE FIELDS OF STUDY

- ECHO Technician
- Mammography Technician
- MRI Technician
- Nuclear Medicine Technician
- Nursing Degrees:
 - LPN
 - ADN
 - BSN
 - ADN to BSN
 - Advanced nursing degrees for clinical care nurses (other graduate degrees are excluded)
- Radiation Therapy Technician
- Registered Health Information Administrator
- Registered Health Information Technician
- Respiratory Therapist
- Surgical Technician
- Vascular Technician
- Other degrees and approved programs leading to health-care positions as approved by hospital administration on a case-by-case basis

QUALIFYING SCHOOLS

- University of Utah
- Brigham Young University
- College of Eastern Utah
- Davis Applied Technology College
- Salt Lake Community College
- Stevens-Henager College
- Utah Valley State College
- University of Phoenix
- Utah State University
- Weber State University
- Westminster College
- Other schools may be considered. Employees should complete a Application form and request consideration for another school.

REIMBURSEMENT

Tuition reimbursement under this program, combined with any benefits available under the University of Utah Reduced Tuition Program, will be paid up to a maximum of \$3,000 per calendar year for approved courses.

SUBJECT TO CHANGE

This program will be modified as needed, and may be discontinued after a trial period of not less than 2 years.

ELIGIBILITY REQUIREMENTS

- Must be an active University of Utah Hospitals and Clinics (“UUHC”) employee and have worked for UUHC for at least 90 days prior to the date the semester begins
- Must work at least 24 hours per week prior to and during participation
 - Employee must not be under disciplinary action
- If the employee is eligible for the University’s Reduced Tuition Program (Policy 2-45), the employee must apply for tuition reduction for each semester attended
- Employee must sign a Promissory Note agreeing to full-time work (30 hours or more per week) for a minimum of two years immediately following completion of the last course covered by this program or repay the amounts received
- Employee must maintain a “C” grade or better for each course
 - Reimbursement must be requested within 30 days of completion of each course and be accompanied by a copy of final grade and payment receipt
- Spouses and other dependents are not eligible under this program

UUHC may cap enrollment under this program at any time.